

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

**CLASS TITLE: Department Director**

BAND	GRADE	
E	925	
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> City Manager	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for carrying out the goals and objectives of the City's mission statement by planning, directing and implementing departmental programs. Duties include: directing staff selection and development; evaluating departmental activities; preparing and presenting the department budget; ensuring compliance with regulatory and legal requirements, representing the department and the City; overseeing the development and implementation of rates, fees and charges; and, determining departmental priorities.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Department Director is the third level of a three level management series. The Department Director is distinguished from the Assistant Department Director in that the Director is responsible and held accountable for departmental functions and activities. <b>This is an unclassified (appointed) position that serves at the pleasure of the City Manager.</b>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FREQUENCY	
1.	Supervises staff to include: assigning and reviewing work, ensuring staff are trained, evaluating performance, handling disciplinary actions and making hiring and termination recommendations	Daily	
2.	Plans, organizes, develops and evaluates departmental programs and/or activities to include: establishing priorities, determining rates, fees and charges; and, determining the need and feasibility of new programs or services.	Daily	
3.	Develops and enforces policies and procedures; establishes goals and standards; ensures compliance with laws and regulations.	Daily	
4.	Oversees the preparation of departmental reports such as status reports, short and long range plans and monthly and annual reports.	Weekly	

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5.	Participates in meetings and ensures department's and City's interests are represented. Serves as a liaison between the department and the City Council, City Manager or outside agencies.	Weekly	
6.	Provides technical advice and direction in area of expertise.	Weekly	
7.	Performs contract management to include: negotiating contracts, preparing contracts and making or receiving payments.	Monthly	
8.	Prepares and presents the departmental budget; monitors departmental expenditures.	Monthly	
9.	Performs other duties of a similar nature or level.	As Required	

### **Knowledge** (position requirements at entry):

Knowledge of:

- Leadership and management theories and principles;
- Codes, laws and regulations governing area of assignment;
- Safety precautions;
- Principles and practices in area of assignment such as finance, urban planning, construction, engineering or maintenance.

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**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating staff;
- Establishing priorities;
- Developing and implementing rates and fees;
- Developing cost effective programs;
- Reviewing and evaluating staff;
- Developing, implementing and enforcing policies and procedures;
- Preparing and administering budgets;
- Performing contract management;
- Coordinating functional activities;
- Reviewing and analyzing information;
- Resolving problems;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Bachelor's degree in a field related to area of assignment and nine years of progressively responsible professional experience including four years at the management level; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Position requires:

- Valid Arizona Driver's License.

**Physical Requirements:**

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (clm)

Date: 05/98

Rev.: 07/07 (jls)

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